

PROFESSIONAL COIN GRADING SERVICE

*Start Here*



YOUR HOW-TO GUIDE FOR SUBMITTING COINS TO PCGS IN HK



# SUBMISSION GUIDELINES

## For Sample Use Only

THIS SUBMISSION FORM IS FOR THE HONG KONG SUBMISSION CENTER ONLY.



### HONG KONG SUBMISSION FORM

Collectors Universe (Hong Kong) Ltd.

PCGS Submission Center  
11/F, Suite 11A-14, Tower 3, China Hong Kong City  
33 Canton Road, Tsim Sha Tsui, Kowloon, HK  
+852 2194 6688 • PCGSasia.com • info@PCGSasia.com

### 3 HONG KONG SUBMISSION #

Authorized Dealer/Collectors Club Member Name: \_\_\_\_\_

1 PCGS Authorized Dealer/Collectors Club #: \_\_\_\_\_

☐ Join the PCGS Collectors Club for USD 69 per year  
(You must be a PCGS Authorized Dealer or Collectors Club member to submit coins.)

#### PASSPORT INFORMATION (print clearly)

NAME (as written on your passport) \_\_\_\_\_

PASSPORT NUMBER & COUNTRY \_\_\_\_\_

#### LEGAL ADDRESS (for return shipping)

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

COUNTRY \_\_\_\_\_

PHONE ( \_\_\_\_\_ ) \_\_\_\_\_

EMAIL \_\_\_\_\_

#### 4 PACKAGE INFORMATION: (Customer Must Provide)

Total submission forms (orders) in this package: \_\_\_\_\_

#### 5 SUBMISSION RETURN (choose one)

☐ Pick up at the PCGS Submission Center  
A valid passport that matches the name/number on the submission form must be presented in order to pick up your coins.

11/F, Suite 11A-14, Tower 3,  
China Hong Kong City,  
33 Canton Road,  
Tsim Sha Tsui,  
Kowloon, HK

☐ Ship directly to client.

(Client must make prior arrangements with PCGS.)

#### PCGS USE ONLY

ORDER # \_\_\_\_\_ Box \_\_\_\_\_

ITEM # \_\_\_\_\_

INV. TYPE CODE \_\_\_\_\_

Date Received \_\_\_\_\_

6 A. TYPE OF SUBMISSION: (One per form) ☐ Grading ☐ Regrade ☐ Crossover ☐ Reholder (SEE REVERSE FOR DEFINITIONS)

7 B. GENUINE OPTIONS: (One per form) ☐ Genuine With Details (default) ☐ Genuine No Details ☐ Do Not Holder Genuine

8 C. SERVICE LEVEL: (Choose one per form, all include PCGS Secure Service)

Service Level	Max. Coin Value (USD)	Fee Per Coin (USD)
<input type="checkbox"/> Bulk* (Min. of 50 Coins, Same Type)	None	POR
<input type="checkbox"/> ModernNon-Gold(1979toDate)	300	16
<input type="checkbox"/> Modern Gold (1979 to Date)	3,000	30
<input type="checkbox"/> Economy	1,000	20

Service Level	Max. Coin Value (USD)	Fee Per Coin (USD)
<input type="checkbox"/> Regular	3,000	35
<input type="checkbox"/> Premium	20,000	65
<input type="checkbox"/> High Value	100,000	120
<input type="checkbox"/> Rarity	None	250
<input type="checkbox"/> Reholder	None	10

D. FEE CALCULATION: 11 \_\_\_\_\_ x \_\_\_\_\_ = USD

E. OVERSIZED COIN HOLDER FEE: 10 x \_\_\_\_\_ = USD

F. HANDLING FEE: (per submission) 10.00 + (1.00 x \_\_\_\_\_) = USD

G. COLLECTORS CLUB MEMBERSHIP: \_\_\_\_\_ = USD

H. TOTAL CHARGES: (D - G) 12 \_\_\_\_\_ = USD

I. METHOD OF PAYMENT: 13  
All fees must be authorized before PCGS can process your order. Failure to authorize all appropriate fees for your submission will delay your order. PCGS reserves the right to correct the submission form to reflect current and appropriate Grading and Handling fees (if applicable).

☐ Cash ☐ Credit Card (Visa or MasterCard) ☐ Wire Transfer (see reverse for details)

Credit Card No. \_\_\_\_\_

Exp. Date \_\_\_\_\_ CCY Code \_\_\_\_\_

Cardholder Signature \_\_\_\_\_

\*Contact PCGS Hong Kong for Bulk pricing.

QTY	METAL (Gold, Silver etc.)	Failure to complete may result in coin being returned ungraded.			VARIETY	WEIGHT Per Coin (g)	Complete for current encapsulated coins.		MINIMUM GRADE GRADING/CROSSOVER (See Reverse Section #3 for Information)	DECLARED VALUE (required per coin)	
		DATE	DENOM.	COUNTRY			Current Grade	Certification Number		Per Coin	Per Line
0	1 Silver	2011	10 Yn	China							
1	a b	c	d	e	f	g		h	i	j	
2											
3											
4											
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14 I HAVE READ AND AGREE TO THE PCGS GRADING TERMS AND CONDITIONS ON THE BACK OF THIS FORM AND I ACCEPT FULL RESPONSIBILITY FOR COMPLETELY AND ACCURATELY FILLING OUT THE SUBMISSION FORM. IF COINS ARE SUBMITTED FOR SERVICES FOR WHICH THEY DO NOT QUALIFY, I AUTHORIZE PCGS TO CORRECT THE ORDER AND CHARGE ANY ADDITIONAL GRADING AND HANDLING FEES (IF APPLICABLE).

AUTHORIZED SIGNATURE (REQUIRED)

Order will not be processed without signature

DATE

10 TOTAL DECLARED VALUE USD \_\_\_\_\_ (Required)

PLEASE SEE REVERSE FOR SUBMISSION INSTRUCTIONS AND TERMS AND CONDITIONS

## PCGS HONG KONG SUBMISSION CENTER FORM INSTRUCTIONS:

Please follow these important instructions when submitting your coins for grading to the PCGS Hong Kong Submission Center. By following these instructions you will prevent any delays in processing your order. When picking up your submissions, you must provide PCGS a copy of your original submission form and a valid passport (that matches the information provided on the submission form). The name on the submission form and passport ID must match in order to pick up the submission (unless prior arrangements have been made). If you have any questions that are not answered in this brochure, please contact PCGS Customer Service at [info@PCGSasia.com](mailto:info@PCGSasia.com).

**1 Dealer/Member Name, Dealer/Member Number and Passport Information:** Print your name and member number in this area. You must be a PCGS Authorized Dealer or Collectors Club member to submit coins. Select the box "Join the PCGS Collectors Club for USD 69 per year" if you would like to become a member. Please also provide your passport information (must match exactly how it is listed on your passport) in the space provided.

**2 Legal Address:** Print your name, address, telephone number and email address in the space provided. Information must match exactly how it is listed on your passport. Please be sure this information is legible.

**3 Submission Number:** The submission number is located in the upper right corner of the submission form; this will be your reference number when inquiring about this submission.

**4 Package Information:** Indicate the total number of submission forms (orders) you will be mailing in your package (or dropping off).

**5 Submission Return:** There are three submission return options:

1. Pick up at the PCGS Hong Kong Submission Center:  
**11/F, Room 11A-14  
Tower 3, China Hong Kong City,  
33 Canton Road, Tsim Sha Tsui, Kowloon, HK**
2. Shipped directly to client (will be shipped to the address listed on the submission form). Client must make prior arrangements with PCGS.
3. Pick up at the PCGS Booth (for PCGS on-site grading events only).

**6 Type of Submission:** Select the type of submission that you are submitting. The four options include: **Grading** (raw coins), **Regrade** (coins currently in a PCGS holder), **Crossover** (coins currently graded and in another third-party grading company's holder) and **Reholder** (Re-encapsulation of a PCGS-graded coin). You cannot mix Grading, Regrades, Crossovers or Reholders on the same form. For further explanation of each type of submission, visit [www.PCGSasia.com](http://www.PCGSasia.com).

**7 Genuine Options:** All coins submitted are subject to being deemed as Genuine (not gradable). PCGS may determine the coin's condition has been permanently altered either by manmade actions or through environmental causes. Select one of the three options for Genuine Service. Only one option is allowed per submission form:

- Genuine with Details (default – will print the coin problem as well as a grade).
- Genuine No details.
- Do not holder Genuine coins.

**8 Service Level:** Refer to the PCGS Services and Fees on the form. Note minimum requirements and restrictions. You can only choose one service level per submission form.

**9** Properly describe and value each coin submitted in this area.

**a. Quantity:** Fill in the quantity of coins for that line. Example: If you have two of the exact same coin, you would write 2 as your quantity.

**b. Metal:** List the type of metal the coin is made up of (Gold, Silver, etc.).

**c. Date:** Fill in the date of the coin being submitted and mint mark (if applicable).

**d. Denomination:** Enter the denomination of the coin you are submitting.

**e. Country:** For World (non-U.S.) coins, please list the country in which your coin is from.

**f. Variety:** Enter the variety of the coin if applicable. Example: on a (1912-1934) 1 Dollar Yuan the variety would be 108-Birds Over. PCGS does not recognize every variety for all coins.

**g. Weight per coin (g):** Enter the weight of each coin in grams.

**h. Current Grade/Certification Number:** This needs to be completed if submitting Regrades, Crossovers or Reholders. If you are submitting one of these types of coins, please fill in the Current Grade and Certification Number in the appropriate area. If you have a question regarding Regrades, Crossovers or Reholders, please contact Customer Service before sending in your submission.

**i. Minimum Grade:** A minimum grade is the lowest grade you are willing to accept. If the coin does not meet the minimum grade, it will not be placed in a PCGS holder. See reverse section #3 on the form for information.

**For Raw Coins:** Use this column only if you do not want your coin encapsulated unless it meets this minimum grade or higher. You will be charged the full grading fee even if your coin does not meet the minimum grade specified and is not encapsulated.

**For Crossovers:** For a coin previously graded (currently encapsulated) by another grading service, PCGS will holder the coin only if it meets or exceeds your specific request notated in

the Minimum Grade column on the front of the form (not higher than the grade listed on the holder). Please specify one of the following options in the minimum grade column on the front of the form. If you leave this area blank, PCGS will assume the minimum grade is the grade currently on the holder. PCGS will return your coin in the original holder if it does not meet your minimum required grade.

**“CURRENT”** – Requests coin to cross at grade listed on holder.

**“ANY”** – Requests coin to cross at any numerical grade (01-70).

**“DETAILS”** – Requests coin to cross as low as Genuine with Details.

**“LOWER GRADE”** – If you would like to specify a lower grade than listed on the holder, write your acceptable numerical grade (include suffix if applicable).

Note the following limitations apply:

- You cannot specify a higher minimum grade.
- You cannot specify a minimum details grade for existing genuine-holdered coins.
- First Strike or equivalent will not be recognized.

**Fees:** Standard grading fees will apply whether the coin crosses or not. You will be charged the full grading fee even if your coin does not meet the minimum grade specified and is not encapsulated (since the coin completed the grading process and our graders rendered an opinion). For coins which do not meet the minimum grade specified, the result for the coins will show as DNC (Did Not Cross) as the only explanation.

There are instances when the outcome can be a “No Grade,” in which case your coin will be returned to you in the same holder (see [www.PCGSasia.com/Standards](http://www.PCGSasia.com/Standards) for No Grade definitions). Please keep in mind that it is not uncommon for different grading services to reach different conclusions about the grade of a particular coin. PCGS is not bound, in any way, by an opinion rendered by another grading service.

**j. Declared Value:** The Declared Value section is required for all submissions. Each coin submitted must have an individual value on the submission form. Please follow the Declared Value rules for each service level on your submission form. Failure to place values on your coins will delay the processing of your order.

**10 Total Declared Value:** Add all the values from the declared value column and enter the total value for this submission.

**11 Fee Calculation:** In this area, calculate grading and other applicable fees. List the number of coins you are

submitting multiplied by the grading fee for the service level you have chosen. There is also a USD 10 plus USD 1 (per coin) Handling Fee per submission you must add in addition to your grading fees. For PCGS on-site grading events, this handling fee may vary. Please check with PCGS Customer Service for all handling fees associated with our on-site grading services.

**12 Total Charges:** Add the total charges due for the submission. If you are joining the PCGS Collectors Club, please add USD 69 to your total. All orders must include the appropriate Handling fee.

**13 Method of Payment:** PCGS accepts cash (USD), Credit Cards (Visa/MasterCard) or Bank Wire Transfer as payment for all submissions. For the PCGS Bank Wire Transfer information, please see the reverse side of the submission form. Incorrect submission fees will prevent your order from being processed.

**14 Authorized Signature:** Please read the PCGS Grading Terms & Conditions on the back of the submission form and sign in this area. Failure to sign the submission form will prevent your order from being processed.

### SUBMISSION REMINDERS...

■ Place your coins individually into mylar flips (6.35 cm x 6.35 cm) and wrap securely. Place the coin in the inside front pouch of the flip so the openings of the flip are not exposed. Only one coin per mylar flip is allowed. ***Note:** PCGS highly recommends you use mylar flips when submitting any of your coins for grading. The inert mylar flips will be a better storage unit for your coins while they are in the grading process here at PCGS.*

■ When utilizing the PDF online submission form, print two copies of your completed submission form. Send one copy with your coins to PCGS. Keep the second copy to present to PCGS when picking up your submission.

■ When utilizing the carbon copy, four page form, tear away the blue copy (last copy) and retain for your records. Send the remaining three copies with your coins to PCGS.

### ■ No Grades

PCGS will not grade coins which bear evidence of harsh cleaning, artificial toning, damaged surfaces, excessive major marks, planchet flaws, altered surfaces, PVC damage, or similar impairments. By signing the PCGS submission form, you agree in the event that PCGS rejects any coin for grading in accordance with the PCGS grading standards and procedures, we shall not refund the fees paid because the determination to reject a coin required a review by PCGS grading experts. **For more information contact Customer Service at +852 2194 6688 or [info@PCGSasia.com](mailto:info@PCGSasia.com).**